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Next Review: October 2024
Key person: Laura Day

The Dart Children’s Holiday Club Policy Manual

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Who we are

The Dart Centre is located on the Wildern School site and aims to provide quality experiences, creative classes and workshops for those who wish to engage with the arts.

We offer a variety of adult classes, workshops, free-to-attend clubs, lower-cost offerings, as well as a popular children's holiday club. Our specialist dance, drama and music rooms are available to hire to local performing art and dance businesses, whilst our foyer and exhibition space support local artists to meet with the community and sell their work via popular initiatives including our summer Creative Residency Programme.

We offer a space to come together, reducing social isolation, promoting mental well-being, including connection and new skill development. We pride ourselves on offering something for everyone from age four upwards, at an affordable price.

How to contact us

Address: The Dart Centre, Wildern School, Wildern Ln, Hedge End, Southampton SO30 4EJ

Contact telephone number: 01489 779471

Email address: community@thedart.co.uk

Open Hours: Monday-Friday 8:30am-9pm, Saturday 8:30am-4:30pm, Sunday closed.

The Dart Centre is closed on Bank Holidays and from Christmas Eve to New Years Day.

About the Art Activity Club

Our Art Activity Club offers creative activities during School holidays for young people from age 4 to 14. This offer is intended to support families with wrap around care during school holidays to enable parents to continue to work.

Our focus is for young people to create and make in a safe, fun and friendly environment whilst meeting new friends and learning to work together. The arts assistants and support staff that run the sessions aim to inspire a playful approach to creativity and to encourage experimentation.

Our sessions introduce young people to contemporary art and craft. Children can expect to engage with mediums including paint, charcoal and chalk, clay/ sculpture making, photography, performance and a variety of crafts.

The sessions run from 08:30am to 17:00pm with a morning break, an hour lunch break and an afternoon break. We also offer a half day option either morning 08:30am-12:30pm or afternoon 13:00-17:00pm. Whenever possible, breaks are taken outside so that the young people can stretch their legs and get some fresh air. We facilitate group games during these times and offer board games and other toys during wet breaks.

The Dart operates holiday club during the following school holidays:

- Spring Half Term Holiday
- Easter
- Summer Half-Term
- Summer Holiday
- October Half-Term

Christmas (typically for 3 days in the week leading up to Christmas)

What should I bring to Art Activity Club

Children should wear clothes that they don't mind getting messy, bring their water bottle and lunch and snacks. Please be reminded that we are a nut free zone.

Art Activity Club opening dates and times

Art Activity Club dates for School Year 2023-2024 are as follows:

- October Half-Term: Monday 23rd October - Friday 27th October 2023
- Christmas: Monday 18th December - Wednesday 20th December
- Spring Half Term Holiday: Monday 12th February - Friday 16th February 2023
- Easter: Tuesday 2nd April - Friday 12th April
- Summer Half-term: Tuesday 28th May - Friday 31st May
- Summer Holiday: Monday 29th July - Friday 30th August (excl Mon 26th August)

About the Cookery Club

Our Cookery Club is available to young people from age 4 to 14. This offer is intended to support families with wrap around care during school holidays to enable parents to continue to work.

Our focus is for the young people to learn the fundamentals of cookery and understand basic kitchen skills including good hygiene and safety in the kitchen. Our sessions introduce young people to a variety of savoury and sweet dishes, which are themed during some of the holidays.

The sessions run from 8:30am to 12:30pm with a snack break. Whenever possible, breaks are taken outside so that the young people can stretch their legs and get some fresh air. We facilitate group games during these times and offer board games and other toys during wet breaks.

Cookery dates for School Year 2023-2024 are as follows:

- October Half-Term: Monday 23rd October - Friday 27th October 2023
- Christmas: Monday 18th December - Wednesday 20th December
- Spring Half Term Holiday: Monday 12th February - Friday 16th February 2023
- Easter: Tuesday 2nd April - Friday 12th April
- Summer Half-term: Tuesday 28th May - Friday 31st May
- Summer Holiday: Monday 29th July - Friday 23rd August (excl Mon 26th August)

Children are encouraged to bring tupperware containers to take their food home with them.

References to 'the club' includes both cookery and arts, plus any future activities.

Arts Centre Manager or Deputy refers to the person in charge of the centre on the day

Art Activities Club and Cookery Club Rules



Dart Staff/ Child Ratios

We operate a staff to child ratio of 1:10 at all times. There are also additional staff on site to provide assistance where required.

Dart Team Communication during sessions

During sessions, staff will communicate via Radio. Each area, Art Club, Cookery and Base will have their own radio. In the circumstance that either the Site Team or Leisure Centre need to be reached, base have an additional radio on a separate channel that connects to both.

If the Art Club need Site for a spillage for example, they will first radio Base, who will then radio for Site. Communication will be casual rather than standard VHF use.

E.G. 'Art club to base' 'Go ahead art club' 'Can we have some more paint brought over please' 'Sure thing, will be two minutes'.

The Dart Administering Medication Policy

If a child attending The Dart Holiday Club requires medication of any kind, their parent or carer must complete a Permission to administer medicine form in advance.

Staff at The Dart Holiday Club will not administer any medication without such prior written consent. Ideally, children should take their medication before arriving at the Club. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate.

If children carry their own medication (eg asthma inhalers), The Dart staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

Prescription medication

The Dart staff only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage. Medication must be handed to a member of staff at registration.

Non-prescription medication

If a child requires a non-prescription medication to be administered, we will consider this on a case-by-case basis after careful discussion with the parent or carer. We reserve the right to refuse to administer non-prescription medication.

Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a Medication Log, will check that the medication is properly labelled, and will ensure that it is stored securely during the session. Before any medication is given, the designated person will:

- Check that The Dart has received written consent
 - Take steps to check when the last dosage was given
-
- Ask another member of staff to witness that the correct dosage is given. When the medication has been administered, the designated person must:
 - Record all relevant details on the Record of Medication Given form
 - Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Log. If a child refuses to take their medication, staff will not force them to do so. The Arts Centre Manager or Deputy and the child's parent or carer will be notified, and the incident recorded on the Record of Medication Given.

Specialist medical training

Certain medications require specialist training before use. The Dart Team are not trained to administer any specialist medication.

The only medication that the first aiders are trained to administer, which may be considered as specialist, is Epi Pens.

If your child requires a member of staff to administer their epi pen, please do let us know on your consent form.

Changes to medication

A child's parent or carer must complete a new Permission to Administer Medication form if there are any changes to a child's medication (including change of dosage or frequency) and the Medication Log must be updated.

Long-term medical conditions

If a child suffers from a long-term medical condition, The Dart will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that The Dart has a clear statement of the child's medical requirements.

Booking a session

The Dart will accept children from Age 4 to 14. For all new Dart users, an Online Registration Form must be completed. Children can be booked into the club for half-day or full day sessions and attendance can be either 'regular' or 'occasional'.

The Dart Centre runs creative art and cookery sessions every school holiday offering full-day and half-day options. We explore creative projects including sculpture, painting, design, mixed media, performance, prop design, photography and craft at our art clubs and learn basic cooking skills and themed cookery weeks at our cookery sessions.

The Dart accepts payment by cash, card or Tax-Free Childcare. Parents and carers can book a space through our website or by calling us directly.

NB: If you would like to pay by Tax-Free Childcare vouchers, please call the centre directly to book as we cannot take payment this way via our online systems.

When an enquiry regarding booking a session is made, parents or carers will be given all the relevant Club information, including:

- Information regarding availability of places
- Details of the fees
- Consent form including photo permissions, allergy and medical information
- A link to our policy manual

If a place is available, the child will be able to attend the Club as soon as the completed consent forms are received. If no places are available, the parent will be informed and the child's name added to the waiting list. If a space becomes available parents will be informed.

Booking procedure

Parents must either complete their registration online [here](#) or register with a member of the Dart team on the Legend system before a booking can be made and their

children can attend. This can be done in person at the Dart Centre reception or via telephone.

Cancellations

Once your session is booked with us our cancellation policy is as follows:

- If you cancel 8 days or more prior to the start of the session, we can offer you a full refund.
- If you cancel between 7 days and 48 hours prior to the start of the session for any reason, we can offer you a credit note which will be kept on your account for use towards a holiday activity in the future.
- If cancellation is made within 48 hours of the start of the session for any reason, we cannot offer a refund or credit note.

Payment structure

The Dart is registered to accept childcare vouchers and the Tax-Free Childcare scheme. A session can be paid by electronic transfer, exact cash and childcare vouchers.

On the day of the session, parents and carers will be charged for booked sessions whether the child attends or not.

If attendance takes place and the session has not been paid for, the Dart will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the Arts Centre Manager or Deputy as soon as possible.

Where there is no explanation for late payment, the Arts Centre Manager or Deputy will contact the parents or carers to discuss payment options. If the session(s) remain unpaid after all the above options have been explored, the Dart reserve the right to decline any future bookings.

Late collection

There is a charge of £5 for each 10 minutes of late collection, which will be added to your account.

The Dart Anti-Bullying Policy

The Dart provides a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult. Staff, children and parents or carers will be made aware of the Club's position on bullying. Bullying behaviour is unacceptable in any form. Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the Arts Centre Manager or Deputy.

An account of the incident will be recorded in an Incident log. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

What is bullying?

The Dart defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

- Physical: Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
- Psychological: Behaviour likely to create a sense of fear or anxiety in another person.
- Emotional: Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.
- Verbal: Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance. Racial harassment can take any of the forms of bullying listed above but is motivated by the victim's colour, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such on the Incident log.

(See our Equalities Policy for more information on how we deal with and challenge discriminatory behaviour.)

Preventing bullying behaviour

Staff at The Dart will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging group and team play
- Encouraging children to report bullying without fear

- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated
- Exploring the consequences of bullying behaviour with the children.

Responding to bullying behaviour

The Dart acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. When such incidents occur, the Club will follow the procedure outlined below:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the manager.
- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour
- If the bullying persists, the parents will be informed, and we will work with them to try to resolve the issues.
- If this fails to stop the bullying, the child will be suspended from the holiday club.
- All incidents of bullying will be reported to the Arts Centre Manager or Deputy and will be recorded on an Incident Log. The Arts Centre Manager or Deputy and other relevant staff will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.

Behaviour Management

The Dart uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies, and with adults modelling positive behaviour.

The Holiday Club rules are clearly displayed at every session and are discussed regularly. Whilst at The Dart we expect children to:

- Use socially acceptable behaviour
- Comply with the Club rules
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Club

Encouraging positive behaviour

The Dart positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Points reward system for completing tasks
- Informing parents about individual achievements
- Offering a variety of play opportunities to meet the needs of children attending the Club. It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

Dealing with inappropriate behaviour

Challenging behaviour will be addressed in a calm, firm and positive manner. We operate a **Three strikes policy** which works as follows:

Three Strikes Policy

If inappropriate behaviour is observed, the staff member will ask the child to step aside and inform them that **Strike 1** has been issued.

- Staff will discuss why the behaviour displayed is deemed inappropriate
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation
- If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them

If the child persists they will be informed that **Strike 2** has been issued and the same action will be taken as above.

In the event that a **3rd Strike** is issued the child will be temporarily removed from the activity and will be taken to the Arts Centre Manager or Deputy to discuss the incidents in question. The Arts Centre Manager or Deputy will complete an incident record relating to the three behavioural concerns and will consult with parents on collection.

The Arts Centre Manager or deputy will formulate clear strategies for dealing with persistent inappropriate behaviour with the parent(s). If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child in accordance the Procedures for Dealing with Unacceptable Behaviour below. The reasons and processes involved will be clearly explained to the child.

No staff member will ever threaten any punishment that could adversely affect a child's well-being (eg withdrawal of food or drink).

Physical intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the manager will be notified, and an Incident record will be completed.

The incident will be discussed with the parent or carer as soon as possible. If staff are not confident about their ability to contain a situation, they should call the manager or, in extreme cases, the police. All serious incidents will be recorded on an Incident record and kept in the Incident file. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding policy.

Corporal punishment

Corporal punishment or the threat of corporal punishment will never be used at The Dart. We will take all reasonable steps to ensure that no child who attends our holiday club receives corporal punishment from any person who cares for or is in regular contact with the child, or from any other person on our premises.

Unacceptable Behaviour

At no time will the The Dart tolerate the following behaviour from the children, staff or visitors:

- Bullying or threatening in any manner, verbal or physical
- Aggressive, confrontational or sexually inappropriate behaviour
- Behaviour that is intended to result in conflict or harm of others

Procedures for Dealing with Unacceptable Behaviour

The Arts Centre Manager, Deputy and Art Centre Assistants are responsible for the management of challenging behaviour at The Dart. They will instigate the procedure outlined in this document when they deem it appropriate. The Dart will treat each child with challenging behaviour through individual strategies developed in conjunction with their family.

Families of children with challenging behaviours, as well as the Arts Centre Manager or Deputy will be informed of this before the behaviour reaches a critical stage. We have access to a confidential area within the school to discuss any concerns. The following procedures have been developed to be able to keep children with challenging behaviour at The Dart. Should this prove impossible over a period of time, or if the safety of the child in question, other children or staff can no longer be guaranteed, then, as an ultimate sanction, the child must be excluded from the club.

In the case of violence or behaviour that poses an immediate danger, a temporary sanction is reserved in which a child is required to be collected directly. A meeting with the family of the children involved, the Arts Centre Assistant involved, any other staff involved and Arts Centre Manager or Deputy or a member of the Management Team will be held as required to discuss the aforementioned behaviour. Where required to do so, The Dart will notify the local authorities and any other outside agencies of such incidents.

The following procedures at a number of different stages apply:

INCIDENT STAGE:

- Unacceptable behaviour will be challenged by staff as it occurs, or as soon as possible, in a non-violent, non-confrontational and fair manner
- Serious incidents and persistently recurring unacceptable behaviour will be recorded onto an Incident Form and filed. It will be signed by the parents or guardians of the children involved as well as the Arts Centre Assistant(s). This is for the benefit of the workers' awareness and to assist them in dealing with continuously challenging behaviours in a fair and consistent way
- Parents and guardians can expect to be informed on the day of the incident and also of how the incident was dealt with by the Arts Centre Assistant

CONCERN STAGE:

- In the case of continual unacceptable behaviour (3 or more strikes), the Arts Centre Manager or Deputy will approach the family of the child to develop a co-operative plan or to develop strategies to help the child with their behaviour. This plan will be documented and filed in the Incident File. The Arts Centre Manager or Deputy will be informed.
- The execution of this plan will be monitored and reviewed by the Arts Centre Assistant(s). Sufficient time is required to ensure the child is given every opportunity to develop. If the Arts Centre Assistant considers a change to be both productive and necessary, they shall implement this.

Communication between parents, The Dart staff and the Arts Centre Manager or Deputy is invaluable at this stage, and all communications will be held in confidence in line with our Confidentiality and Information Sharing Policy.

- If no positive development in the child's behaviour has occurred and the behaviour continues to impede the effective running of the Club, a temporary sanction requiring immediate collection of the child may be used.

REFERRAL AND SANCTION STAGE:

- Persistent unacceptable behaviour that has not been resolved or changed by the above procedures, and which affects the safety of other children will be referred to the Arts Centre Manager or Deputy.
- The Arts Centre Manager or Deputy is expected to consider the exclusion of the referred child. The parents of the child will be invited to participate in the meeting. It is hoped that most incidents can be worked through and resolved with all parties quickly and fairly.

Complaints Policy

Records of all complaints are kept for at least three years. A summary of complaints is available for parents on request.

The Arts Centre Manager or Deputy is usually responsible for dealing with complaints. If the complaint is about the Arts Centre Manager or Deputy, the registered person or other senior member of staff will investigate the matter. All complaints will be recorded on a Complaints log.

Any safeguarding allegations received about staff members will be immediately referred to the Local Area Designated Officer. Contact details can be found in the Safeguarding Policy. Any complaints made will be dealt with in the following manner:

Complaints Stage One

Complaints about aspects of Club activity:

- The Arts Centre Assistant will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual staff member:

- If appropriate the parent will be encouraged to discuss the matter with staff concerned
- If the parent feels that this is not appropriate, the matter will be discussed with the Arts Centre Manager or Deputy, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

Complaints Stage Two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the Arts Centre Manager or Deputy. The Arts Centre Manager or Deputy will:

- Acknowledge receipt of the letter within 7 days
- Investigate the matter and notify the complainant of the outcome within 28 days
- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the Club's practices or policies as a result of the complaint
- Meet relevant parties to discuss the Club's response to the complaint, either together or on an individual basis. If there are safeguarding allegations against a staff member, the Arts Centre Manager or Deputy will refer the situation to the School's Child Protection Officer, who will then contact the Local Authority Designated Officer (LADO) and follow the procedures of the Safeguarding Children Policy. If a criminal act may have been committed, the Arts Centre Manager or Deputy will contact the police.

The Dart Confidentiality Policy

At The Dart we respect the privacy of the children attending the club and their parents or carers, whilst delivering high quality creative activities with the children in our care. Our aim is to ensure that all those using and working at The Dart can do so with confidence. We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other children
- Staff only discuss individual children for purposes of planning and activity management
- Staff are made aware of the importance of confidentiality during their induction process
- Information given by parents will not be passed on to other adults without permission
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and not be shared within the club, except with the Designated Safeguarding Lead and the Arts Centre Assistants
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions
- Confidential records are stored securely in a lockable file
- Students on work placements are advised of our confidentiality policy and are required to respect it
- Staff sign a Code of Conduct annually agreeing to our Confidentiality Policy.

Communicating in Confidence

We understand that sometimes issues can arise that have a direct effect on the children in our care. We want to provide an environment where families and carers can communicate these issues freely and with confidence to our staff. All communications with staff are held in strict confidence unless they are legally compelled to share information.

Sharing information with outside agencies

We will only share information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we

record this in the child's file, clearly stating our reasons. We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care. More information about sharing information and working with outside agencies can be found in our Safeguarding Policy.

Data Protection Act

We comply with the requirements of the Data Protection Act 1998, regarding obtaining, storing and using personal data.

Documentation

The Dart is required by law to retain certain records and documents, some of which will contain confidential information. At The Dart we respect the privacy of the children attending the Club and the privacy of their parents or carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at The Dart can do so with confidence that their personal data is being kept secure. Our lead person for data protection is Laura Day. The lead person ensures that the Club meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

Confidentiality

Within the Club we respect confidentiality in the following ways:

- We will only ever share information with a parent about their own child
- Information given by parents to Club staff about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Policy)
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Club, except with the designated Safeguarding Lead and the manager
- Staff only discuss individual children for purposes of planning and group management
- Staff are made aware of the importance of confidentiality during their induction process
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions
- All personal data is stored securely in a lockable cupboard / on a password protected computer / passcode-locked phone
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it.

Information that we keep

Children and parents

We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent contact information, attendance records, incident and accident records and so forth. Once a child leaves our care we retain only the data required by statutory legislation and industry best practice, and for the prescribed periods of time.

Electronic data that is no longer required is deleted and paper records are disposed of securely.

Sharing information with third parties

We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (eg Police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care. Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business, for example in order to manage our payroll and accounts. Any such third parties comply with the strict data protection regulations of the GDPR.

Subject access requests

- Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves
- We will make the requested information available as soon as practicable, and will respond to the request within one month at the latest
- If our information is found to be incorrect or out of date, we will update it promptly
- If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO).

GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

Linked policies

[WAT Data Protection](#)

The Dart Emergency Evacuation/Closure Procedure

The Dart will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice. Possible reasons for emergency closure include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness
- Pandemic flu outbreak

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate The Dart, the following steps will be taken:

On hearing the alarm:

- STOP what you are doing. The designated staff member will take the register and Radio and direct the children to the nearest and safest exit to Wildern School Tennis Courts. Leave everything else. When the children are safely outside, the designated staff member will check that the children's toilets are empty
 - Before leaving the building a nominated person will close all accessible doors and windows, if it is safe to do so
 - The children should be directed to walk calmly and quietly in single file via the safest route to the assembly point, which is at the Wildern School Tennis Courts
 - The children should line up at The Visitor area and respond YES to their name as the register is called by a staff member (preferably an Arts Centre Assistant)
 - If the emergency services have not yet been alerted by the school staff on site, the most senior staff member will now do so.
 - In the event that the assembly point becomes unsafe, the most senior staff member will lead the children, single file, via the safest route, inside the gates of The Community Hub on Wildern Lane.
- Other staff members should place themselves at the end and middle of the line to ensure the children stay together. The register will be called again at the new assembly point.
- All adults and children are to remain at the assembly point until they are told it is safe to return to the building by the emergency services.

Staff roles during an evacuation:

If there are staff members inside and outside, the staff member inside will be the designated person. This person must ensure that they have the register and Radio. When the children have been handed over, with the Radio and register, to the staff

member outside, the designated person will check the children's toilets before rejoining the group at the Tennis Courts.

The outside person will be responsible for ensuring that all the children are lined up, in a calm and orderly way at the Tennis Courts. When everyone is quiet, the outside person should begin the register.

If a third staff member is present it will be their job to ensure that the youngest children know what they need to be doing and to reassure the children of their safety.

Volunteers and Director members will help keep the children calm and reassured

- If any person is missing from the register, the emergency services will be informed immediately
- The Arts Centre Assistant will contact parents to collect their children. If the register is not available, the Arts Centre Assistant will use the emergency contacts list in the mobile phone.
- All children will be supervised until they are safely collected
- If after every attempt, a child's parent or carers cannot be contacted, the Holiday Club will follow its Uncollected Child procedure.

The Dart Fire Evacuation Procedure

Pending discussion with Mark Chance/ Craig Twyman

The Dart Equalities and SEND Policy

At The Dart we will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs. To achieve the Club's objective of creating an environment free from discrimination and welcoming to all, the Club will:

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping
- Not discriminate against children on the grounds of disability, sexual orientation, class, family status or HIV/Aids status
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals
- Ensure that its services are available to all parents/carers and children in the local community
- Ensure that the Club's recruitment policies and procedures are open, fair and non-discriminatory

- Work to fulfil all the legal requirements of the Equality Act 2010
- We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis

Challenging inappropriate attitudes and practices

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times.

Racial harassment

The Club will not tolerate any form of racial harassment. The Club will challenge racism and discrimination from the children at the Club, from staff and from any other adults on Club premises (eg parents/carers collecting children).

Children with Special and Additional needs

The Dart recognises that some children have special and additional needs or disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending collating information received by parents on their child's registration form. The Dart will make reasonable adjustments to ensure that children can access our services, are made to feel welcome and as inclusive as possible.

The Dart cannot provide one-to-one support during sessions. Where one-to-one support is required, we will assist parents in trying to access the funding required to provide the additional care.

Our number one priority is the safety of your child, other children attending, and our staff. We will be happy to sit down and discuss your child's individual needs in more detail, and if you have any questions, please feel free to contact us.

Linked Policies

[WAT Equal Opportunities](#)

The Dart Health and Safety Policy

The Dart considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The Club has appropriate insurance cover, including employer's liability insurance and public liability insurance. Each member of staff follows the Club's Health and Safety policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the Club
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the Arts Centre Manager or Deputy.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the Arts Centre Manager or Deputy

The Arts Centre Manager or Deputy is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- All the Club's equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (eg for a cooking activity)
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets
- External pathways are cleared in severe weather
- Daily environment checks are carried out in accordance with our Risk Assessment policy.

Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities). If a parent has given authorisation for their child to leave, this must be provided in writing to the Arts Centre Manager or Deputy.

During sessions staff monitor the entrances and exits to the premises. Visitors will never be left alone with the children. Security procedures will be regularly reviewed by the Arts Centre Manager or Deputy, in consultation with staff and parents.

Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly. We ensure that any flammable equipment is stored safely.

Food and personal hygiene

Staff at The Dart maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection

- A generally clean environment is maintained at all times
- Toilets are cleaned daily and soap and hand drying facilities are always available
- Staff operating our Cookery classes are trained in food hygiene and follow appropriate guidelines
- Waste is disposed of safely and all bins are kept covered
- Staff ensure that children wash their hands before handling food or drink and after using the toilet
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.

A minimum of two members of staff are on duty at any time.

The Dart Food Safety

The Dart is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are followed at all times.

Staff involved in food handling and preparation have to meet high standards of personal hygiene. Any member of staff showing signs of infection or ill health will not be permitted to handle food.

Wildern Academy Trust is registered as a food business with our local authority. We are regularly inspected by Environmental Health to ensure that health and hygiene standards are being met.

During our cookery classes, food will be safely prepared with regard to the dietary requirements of the children in our care. We ask parents to notify us regarding any special dietary requirements or allergies when they register their child.

All staff involved in food handling have received food handling and hygiene training.

When preparing food, staff follow the requirements of current food hygiene legislation, including:

- Always washing hands with anti-bacterial soap and hot water before and after handling food and using the toilet
- Using clean, disposable cloths
- Using the correct colour coded chopping boards (e.g. red for raw meat)
- Not being involved in food preparation if they are unwell
- Making sure all fruit and vegetables are washed before being served
- Removing jewellery, especially rings, watches and bracelets, before preparing food
- Covering spots or sores on the hands and arms with a waterproof dressing
- Keeping fingernails short, clean, and free from varnish.

Food storage

All foods are stored according to safe food handling practices and at a correct temperature, to prevent the growth of food poisoning organisms and to ensure that food quality is maintained.

Cleaning

- The fridge is cleaned thoroughly, with warm, soapy water, on a weekly basis
- Food is checked for freshness – anything past the use by date will be disposed of
- All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and disposable cloths
- All chopping boards are cleaned in the dishwasher and thoroughly dried afterwards
- Appropriate controls are implemented to reduce the risk of cross contamination.

Allergies

The Dart operate an inclusion policy, meaning that all children, no matter what their need will be cared for within the setting. This may mean that we gain advice from outside agencies but every effort will be made to accommodate a child's allergy.

Before the child actually starts, the Parent/Carer completes a consent form which asks if the child has an allergy. If the child has a severe allergy then any reaction the child has is classed as 'severe' they will be asked to provide written details. The Parent/Carer will then need to consult their doctor and provide us with a medical plan detailing the correct procedure should the child become inadvertently exposed.

When the child starts The Dart staff will be made aware of the child's allergy and the course of action to take if exposed to the allergen.

Illness and Accidents

At The Dart we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers must provide medical details when they register their child.

If required, a Medical Form will be provided when their child joins the Club, requesting permission for emergency medical treatment for their child in the event of a serious accident or illness.

We will record any accidents or illnesses, together with any treatment given, on an Incident Record or Accident Record sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

The Dart cannot accept children who are ill. If any children are ill when they first arrive at the Club we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the Club until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

First aid

The Dart Holiday Club has First Aiders on site at all times.

The designated First Aider has a current first aid certificate and has attended a 12 hour paediatric first aid course. First aid training will be renewed every three years. To ensure that there is a qualified first aider present and available at all times when the Club is running, other members of staff onsite have also receive first aid training and these names are on the First Aider list at Dart Reception.

The location of the first aid box and a list of qualified first aiders are clearly displayed at The Dart. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

Procedure for a minor injury or illness

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury

- If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Medical Form with them, if there is one, and will consent to any necessary treatment (as approved by the parents on the Medical Form).
- We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child
- After a major incident the Arts Centre Manager or Deputy and staff will review the events and consider whether any changes need to be made to the Club's policies or procedures
- We will notify child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

Communicable diseases and conditions

If a case of head lice is found at the Club, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected. If an infectious or communicable disease is detected on the Club's premises, we will inform parents and carers as soon as possible.

If there is an incident of food poisoning affecting two or more children attending our Cookery Club, the Arts Centre Manager or Deputy will inform the Head Chef as soon as possible who will in turn inform Ofsted and within 14 days at the latest. If there is an outbreak of a notifiable disease at the Club, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted

Minimum exclusion periods for infectious conditions and diseases Disease/Condition Exclusion period:

Chicken Pox 5 days from first appearance of rash
 Cold Sores None. Avoid contact with sores
 Conjunctivitis 24 hours or until the discharge from eyes has stopped
 Diphtheria* Until certified will by doctor
 Diarrhoea and Vomiting 48 hours after symptoms cleared
 Glandular Fever Until fully recovered
 Gastro-enteritis, E Coli, Food Poisoning, Salmonella and Dysentery Until certified well by doctor
 Hand, Foot and Mouth disease While rash and ulcers are present
 Hepatitis A* Until certified well
 Hepatitis B* and C* None
 High temperature 24 hours
 HIV/AIDS None
 Impetigo Until the skin has healed
 Influenza Until recovered
 Measles* 5 days from onset of rash
 Meningitis* Until recovered
 Molluscum Contagiosum None
 Mumps* 5 days from onset of swollen glands
 Pediculosis (lice) Until treatment has been given
 Pertussis* (whooping cough) 21 days from the onset or 5 days from commencing antibiotic treatment
 Poliomyelitis Until certified well by doctor
 Ringworm of scalp Until cured
 Ringworm of the body Until treatment has been given
 Rubella* (German Measles) 5 days from onset of rash
 Scabies Until treatment has been given
 Scarlet Fever* 5 days from start of the treatment
 Slapped Cheek, Fifth Disease None
 Streptococcal infection of the throat 3 days from the start of the treatment
 Threadworms None
 Tonsillitis None
 Tuberculosis* Until certified well by doctor
 Typhoid*, Paratyphoid* Until certified well by doctor

Warts (including Verruca) None. Verruca sufferers should keep feet covered

* Denotes a notifiable disease

If in any doubt contact local health services for further information.

The Dart Intimate Care Policy

In intimate care situations, the child's safety, dignity and privacy are of paramount importance. Children requiring intimate care will be treated respectfully at all times. 'Intimate care' covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including toileting, washing, dressing, and menstrual care.

The Dart staff that provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training (e.g. health and safety, child protection, manual handling) before providing intimate care. No child should suffer distress or pain as a result of receiving intimate care. Staff will work in partnership with parents or carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reasons will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. verbal, visual)
- Child's level of ability – what tasks they are able to carry out by themselves.

Intimate Care Best practice

When intimate care is given, the member of staff will explain fully each task that is carried out and the reasons for it. Staff will encourage children to do as much for themselves as they can. The Arts Centre Assistant will be the primary staff member to provide care for that child. Where over familiarity becomes an issue, the Arts Centre Assistant will work with another member of staff, who is also known to the child.

Protecting children

If a member of staff is concerned about any physical changes to a child, such as bruises, soreness etc, they will inform the Arts Centre Manager or Deputy immediately. The procedures set out in the Safeguarding Children policy will be

implemented. Should a child become unhappy about being cared for by a particular member of staff, the Arts Centre Manager or Deputy will investigate and record any findings. These will be discussed with the child's parents or carers in order to resolve the issue. If necessary, the Arts Centre Manager or Deputy will seek advice from outside agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Children policy will be followed.

Dealing with blood and body fluids

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by placing the waste in yellow bags and putting in the yellow bins in the school's medical room. The yellow bags are kept in the The Dart cupboard along with a spillage kit which contains yellow bags, gloves, aprons, powder and a scoop to clean up vomit, blood and other bodily fluids. When they are dealing with body fluids, staff will wear personal protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards.

Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully. Staff at The Dart will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

Involving and Consulting Children

We value the needs and opinions of the children at The Dart. We always endeavour to involve them in the evaluation and scheduling of our activity plans. The Dart hopes that by consulting and involving the children, we will help them to develop their self-worth and a sense of belonging. The Dart obtains children's feedback through questionnaires asking the children about the sessions. The results will be held in the Feedback Survey Folder situated on The Dart's Google Drive. The Arts Centre Assistants and support staff will play a role in finding out about the needs and interests of quieter children, and will encourage them to contribute in their own way.

Linked Policies

[Wildern Child Protection Policy](#)

[Safeguarding Policy](#)

The Dart Lock down Procedure

Possible situations in which you might apply a lockdown procedure include:

- Hostile intruder
- Civil unrest (eg rioting, hostile demonstration)
- Chemical leak
- Gas leak
- Flood
- Sewage leak
- Radiation risk
- Attempted abduction (whether by an estranged parent or stranger)
- Major incident in immediate vicinity (eg car / plane crash etc)
- Out of control animals (eg dogs, bees, etc)

Lockdown Procedure for The Dart Holiday Club

Rooms in use during the holidays are as follows:

The Art Rooms in Block 2

Rooms 514 and 515 in Block 5

The Auditoriums and foyer in The Dart

The Piazza opposite Block 5

The School Field behind block 7

These are all safe areas inside the school grounds.

1. In the event that a lockdown is invoked, the bell will sound ten times.
2. The Arts Centre Manager or Deputy will use the Radio to inform all staff in alternate locations to ensure everyone is inside as follows:

“Dart Staff, this is a Lockdown, please get all children inside immediately and lock all doors and windows”

3. All Dart Staff with groups of children will move indoors without delay as follows:
 - a. Children in The Art Rooms to remain
 - b. Children in Rooms 514/515 to remain
 - c. Children in The Dart Foyer to move into the auditoriums
 - d. Children in The Piazza to go to Block 5
 - e. Children in the fields to go to the closest open Block which will be Block. If this is closed then The Dart.
4. Once inside a building, The Arts Centre Assistant or Classroom leader must:
 - a. Secure all external doors and windows. Draw blinds.
 - b. Alert the Arts Centre Manager or Deputy of their whereabouts via Radio. (Reception: 01489 779471 if needed).

- c. Keep the children away from windows and doors and out of line of sight from outside, for example on the floor or under tables (depending on the nature of the threat).
- d. Do not leave safe area until told to do so by Emergency Services
- e. Communicate with staff in The Dart room via Radio.

If unsafe to be in The Dart classroom or school.

1. If the lockdown threat indicates that it is unsafe to remain on the school site, the Arts Centre Manager or Deputy will alert all staff by Radio as follows:

“Dart Staff, this is a Lockdown, it is unsafe to remain on the Wildern School site. Please move all children offsite in a calm manner and meet at The Community Hub”

2. Staff must then get all children off school premises without delay. Choose the safest route. Arts Centre Assistant or Classroom Leader to ensure First Aid Kit, register and Radios are with you.
3. Take a register of children/ complete a headcount before leaving so as not to leave anyone behind.
4. Walk off school premises by choosing the safest route either past the Leisure Centre and onto Wildern Lane or past The Berry Theatre and onto Wildern Lane.
5. Lead children quietly, in single file with one staff member at the front and one staff member at the back of the line. Meet at The Community Hub. Take register of children again.
6. Alert the emergency services
7. Do not leave safe area until told to do so by Emergency Services

Important telephone numbers in this scenario

Leisure Centre - 01489 787128

Site Team - 07919 367783

OOH Duty Contact - variable

The Dart Mobile Phone Policy

The Dart fosters a ‘culture of safety’ in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the club’s mobile phone policy ensures that we all

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment

Staff use of mobile phones

Personal mobile phones belonging to members of staff are kept on their person/ in their bags. If a member of staff needs to make an urgent personal call they can use the club phone or make a personal call from their mobile in the school staff room. If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Arts Centre Manager or Deputy. Under no circumstances may staff use their personal mobile phones to take photographs at the holiday club.

Children's use of mobile phones

Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within the club. The club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children. Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a particular activity they can ask a member of staff to take one using the club phone. Children may use their phones during breaks but they must be returned to their bags on re-entry to the classroom/ next activity.

Visitors' use of mobile phones

Parents and all other visitors to the holiday club must also not use their phone – or any other device - to take photographs within the club. This includes taking photographs of their own children. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the club camera.

Missing Child Procedure

At The Dart we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (eg walking from the classrooms to the playground). If a child cannot be located, the following steps will be taken:

- All staff onsite will be informed that the child is missing via radio/Radios
- Staff will conduct a thorough search of the premises and surrounding area as follows:
 - Leisure Centre to check inside the Leisure Centre and outdoor pitches
 - Site to check all open internal buildings and school exit gates
 - Dart Centre to check inside The Dart

- During this time, all other children should be supervised by the Arts Centre assistant and support staff member leading the session and should aim to continue as normal a routine as possible according to staff/child ratios
- After 10 minutes the police will be informed
- The Arts Centre Manager or Deputy will then contact the child's parents or carers
- Staff will continue to search for child whilst waiting for the police and parents to arrive
- The Arts Centre Manager or Deputy will liaise with the police and the child's parent or carer. The incident will be recorded in the Incident Log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary. If the police or Social Care were involved in the incident, we will also inform the Designated Safeguarding Lead who will in turn notify Ofsted.

Useful numbers Police: 0845 045 4545

Children's Services: 0845 603 5620

Ofsted: 0300 123 1231

The Dart Mission Statement

The Dart Holiday Club strives to provide high quality creative experiences for young people. We hope to do this within a relaxed but stimulating environment that promotes belonging, friendship and creativity. We understand that the children in our care are unique individuals who can expect to be respected and nurtured.

The Dart aims to :

- Offer an inclusive service, accessible to all local children
- Ensure that each child feels happy, safe and secure, allowing them to create, learn and develop freely in a play-centred environment
- Ensure that creativity and safety is our priority.
- Encourage the children to take responsibility for themselves, their things and their actions
- Promote leadership and team work to develop a sense of belonging and to promote a positive self-esteem
- Encourage the children to develop positive attitudes and respect for themselves, each other and the staff, in an environment free from bullying and discrimination
- Provide activities that reflect the children's interests and diversity, and that celebrate the diversity of their community.
- Work with families feedback to enhance our provision.

- Provide a setting that is committed to safeguarding children
- Communicate effectively with families and the school, and to keep everyone updated about changes to the club's administration, listening and responding to their views, thoughts and concerns.

The Dart Physical Handling Policy

All staff at The Dart aim to help children take responsibility for their own behaviour. This can be done through a combination of approaches which include:

- positive role modelling
- planning a range of interesting and challenging activities
- setting and enforcing appropriate boundaries and expectations
- providing positive feedback

However, there are very occasional times when a child's behaviour presents particular challenges that may require physical handling. This guidance sets out expectations for the use of physical handling.

Definitions

There are three main types of physical handling:

- Positive handling. The positive use of touch is a normal part of human interaction. Touch might be appropriate in a range of situations:
 - giving guidance to children (such as how to hold a paintbrush)
 - providing emotional support (such as placing an arm around a distressed child)
 - physical care (such as first aid or toileting).

Staff must exercise appropriate care when using touch (there is further guidance in the Safeguarding Children Policy). There are some children for whom touch would be inappropriate such as those with a history of physical or sexual abuse, or those from certain cultural groups. This policy is not intended to imply that staff should no longer touch children.

- Physical intervention. Physical intervention can include mechanical and environmental means such as stair gates or locked doors. These may be appropriate ways of ensuring a child's safety.
- Restrictive physical intervention. This is when a member of staff uses physical force intentionally to restrict a child's movement against his or her will. In most cases this will be through the use of the adults body rather than mechanical or environmental methods. This guidance refers mainly to the use of restrictive bodily physical intervention and is based on national guidance.

Principles for the use of restrictive physical intervention

Restrictive physical handling should be used in the context of positive behaviour management approaches. In our club, we would only use restrictive physical intervention in extreme circumstances. It is not our preferred way of managing children's behaviour.

We recognise that physical intervention should only be used in the context of a well established and well implemented positive framework. We promote positive behaviour as is described in our behaviour management policy and aim to do all we can in order to avoid using restrictive physical intervention. However there are clearly rare situations of such extreme danger that create an immediate need for the use of restrictive physical intervention. Restrictive physical intervention in these circumstances can be used with other strategies such as saying "stop".

Restrictive physical intervention will only be used when staff believe its use is in the child's best interests: their needs are paramount. All staff have a duty of care towards the children. When children are in danger of hurting themselves, others or of causing significant damage to property, staff have a responsibility to intervene. In most cases, this involves an attempt to divert the child to another activity or a simple instruction to "stop!" However, if it is judged as necessary, staff may use restrictive physical intervention.

When physical intervention is used, it is used within the principle of reasonable minimal force. This means using an amount of force in proportion to the circumstances. Staff will use as little restrictive force as necessary in order to maintain safety. Staff will use this for as short a period as possible. Physical intervention can be used when:-

- someone is injuring themselves or others
- someone is damaging property
- there is suspicion that, although injury, damage or other crime has not yet happened, it is about to happen.

Duty of care means that staff might also use restrictive physical intervention if a child is trying to leave the setting and it is judged that the child would be at risk. However, other positive measures, such as securing the setting and ensuring adequate staffing levels are also used.

Restrictive physical intervention is never used out of anger, as a punishment or as an alternative to measures which are less intrusive and which staff judge would be effective.

Who can use restrictive physical intervention?

In our setting it is recommended that a member of staff who knows the child well is involved in a restrictive physical intervention. This person is most likely to be able to use other methods to support the child and keep them safe without using physical intervention. In an emergency, anyone can use restrictive physical intervention as long as it is consistent with our setting's policy. Where individual children's behaviour means that they are likely to require restrictive physical intervention, staff will identify members who are most appropriate to be involved. We will ensure that staff have received appropriate training and support in behaviour management as well as physical intervention. Staff and children's physical and emotional health is considered when such plans are made.

What type of restrictive physical intervention can and cannot be used?

Any use of physical intervention in our setting will be consistent with the principle of reasonable minimal force. Where it is judged that restrictive physical intervention is necessary, staff will:

- aim for side-by-side contact with the child. Avoid positioning themselves in front (to reduce the risk of being kicked) or behind (to reduce the risk of allegations of sexual misconduct)
- aim for no gap between the adult's and child's body, where they are side by side. This minimises the risk of impact and damage
- aim to keep the adult's back as straight as possible
- beware in particular of head positioning, to avoid head butts from the child
- hold children by "long" bones, i.e. avoid grasping at joints where pain and damage are most likely
- ensure that there is no restriction to the child's ability to breathe. In particular, this means avoiding holding a child around the chest cavity or stomach
- avoid lifting children

Staff will not use seclusion (which is where children are forced to spend time alone in a locked room). Restrictive physical intervention is not used to bring children to, or hold them in, time-out.

In an emergency

Staff do their best within their duty of care and using reasonable minimal force. After an emergency the situation is reviewed and plans for an appropriate future response are made. This will be based on a risk assessment which considers:

- what the risks are
- who is at risk and how

- what can be done to manage the risk

A risk assessment is used to help write the individual behaviour plan that is developed to support a child. If this behaviour plan includes restrictive physical intervention it will be just one part of a whole approach to supporting a child's behaviour. The behaviour plan should outline:

- an understanding of what the child is trying to achieve or communicate through their behaviour
- how the environment can be adapted to better meet the child's needs
- how the child can be taught and encouraged to use new, more appropriate behaviours
- how the child can be rewarded when he or she makes progress
- how staff respond when the child's behaviour is challenging (responsive strategies).

At The Dart, staff pay particular attention to responsive strategies and use a range of approaches such as humour, distraction, relocation, and offering choices which are direct alternatives to using restrictive physical intervention. Responsive strategies are chosen in the light of a risk assessment, which considers:

- the risks presented by the child's behaviour
- the potential targets of such risks
- preventive and responsive strategies to manage these risk

Recording and reporting

In our setting, it is important that any use of restrictive physical intervention is recorded in the Incident Book. The records will show:

- who was involved (child and staff, including observers)
- the reasons physical intervention was considered appropriate
- how the child was held
- when it happened (date and time) and for how long
- any injuries or subsequent distress, and what was done in relation to this

This should be done as soon as possible and within 24 hours of the incident. According to the nature of the incident, the incident should be noted in other records, such as the accident book. After using restrictive physical intervention, our setting will inform the parents by phone (or by letter or note home with the child if this is not possible). Parents should be given a copy of the record form. The Arts Centre Manager or Deputy and School DSL (where required) should also be informed.

Supporting and reviewing

The Dart is aware that it is distressing to be involved in a restrictive physical intervention, whether as the person doing the holding, the child being held, or someone observing or hearing about what has happened. After a restrictive physical intervention, support is given to the child so that they can understand why they were held. A record is kept about how the child felt about this where this is possible. Where appropriate, staff may have the same sort of conversations with other children who observed what happened. In all cases, staff will wait until the child has calmed down enough to be able to talk productively and understand this conversation. If necessary, an independent member of staff will check for injury and provide appropriate first aid.

Support is given to the adults who were involved, either actively or as observers. The adults will be given the chance to talk through what has happened with the most appropriate person from the staff team. A key aim of after-incident support is to repair any potential strain to the relationship between the child and the adult that restrained him or her. After a restrictive physical intervention, staff consider reviewing the individual behaviour plan so that the risk of needing to use restrictive physical intervention again is reduced.

Monitoring

The policy is reviewed at least every two years and more often if needed. Monitoring the use of restrictive physical intervention will help identify trends and therefore help develop the The Dart Centre's ability to meet the needs of children without using restrictive physical intervention.

Complaints

Where anyone (child, carer, staff member or visitor) has a concern, this should be dealt with through the setting's usual complaints procedure.

The Dart Premises Policy

The Dart is located within Wildern School, Wildern Lane, Hedge End. It uses the following rooms:

Room 513/514 for Cookery

Rooms 213/214/215 for Arts

Dart Foyer/Wildern School Piazza for breaks and lunch

Auditoriums 1 and 2 for performance/dance

School fields for breaktime

The Wildern School premises were Ofsted inspected in 2023 and approved. We are committed to providing a safe, secure and suitable environment for the children attending the The Dart. A risk assessment of the premises has been made by the school site manager and we will track issues concerning the operation of The Dart.

Premises Security

Wildern School has secure entrances. In the mornings the entrances (Wildern Lane) to the school are unlocked by the school site team at 8.30am. The Dart staff use the piazza with no direct access to outside. The Dart staff will keep children away from any open gate and be vigilant.

Security of premises will be reviewed whenever the The Dart moves area. Children can move through the premises with different levels of supervision depending on the age of the child. Under 8's are always in sight of an adult and children aged 8 years and over are given a little less supervision and are allowed to walk to the toilets unsupervised. In these situations, children are given a time frame in which to work.

The movements of the children are always communicated between the staff through the use of Radios.

Maintenance

The responsibility for the structural integrity of the premises and the up keep of the school's equipment (chairs, tables etc) rests with Wildern School. However, it is the responsibility of The Dart staff to report any issues that could present an avoidable or unnecessary risk to any persons using the The Dart. Equipment and resources that belong to the premises, and are in need of repair, will be seen to by the site manager. If a member of the The Dart, be it staff member, child or parent, finds something in need of repair, they will inform the Arts Centre Manager or Deputy who will in turn inform the site manager.

The Dart Safe Internet Use Policy

The Dart recognises that the internet is a useful resource for both staff and children, for purposes of research and entertainment. However it must be used with care to ensure that children are kept safe from exposure to harmful material, in accordance with the safeguarding and welfare requirements and the Prevent Duty.

Access to the internet will only be necessary for the purposes of explaining and activity or showcasing something that relates to the activity that the children will be performing.

If a child would like to access the internet to support their art activity, staff will supervise the use of the Internet.

- The internet is accessed via the school server which has up to date virus checker and firewall installed
- The computer's browser history is regularly checked to monitor which sites are being accessed and all staff and children are informed of this fact. If, despite the safeguards the Club has put in place, a child encounters harmful material on the internet, or receives inappropriate messages, or experiences online bullying, whilst using the Club's computers, the Arts Centre Manager or Deputy will be informed and the incident will be noted on an Incident Record in the child's file. The child's parent will be asked to sign the Incident Record.

The Arts Centre Manager or Deputy will investigate how to prevent a reoccurrence of the incident.

If staff at the Club become aware that a child is deliberately attempting to access sites containing sexual, extremist or otherwise inappropriate material, or has been shown such material by a third party, they will complete a Logging a concern form and refer the matter to the Schools Designated Safeguarding Lead in accordance with our Safeguarding Children Policy

Safeguarding and Welfare Requirements

The Dart follows Wildern Academy Trust Safer Recruitment and Employment Equality policy to ensure that all people working with the children in our care are safe and qualified to do so. When recruiting paid staff or volunteers we will follow the procedures set out below.

Advertising the vacancy

We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children.

- Upon enquiring about a vacancy, we will send potential candidates:
 - a job description
 - a person specification
 - an application form
 - a copy of the Club's Safeguarding Children policy.
- The application form includes
 - instructions that the application form must be completed by hand
 - a declaration that all information is correct

- a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children
- a request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative)
- All applicants must submit an application form by the closing date. We will only accept CVs if they are accompanied by our standard application form completed as required.

Interview procedure

- We will notify all candidates selected for interview by email
- If successful candidates will be asked to bring in the following items: • proof of identity, eg passport, driving licence or birth certificate • proof of address, eg recent utility bill (not mobile phone) or bank statement • proof of qualifications, ie the relevant certificates • for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)
- The interview will be conducted by at least two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.
- We also check suitability of staff and ask if they or anyone they share a household with is unable to work with children.

Appointing a new member of staff

When we have selected the successful candidate, we will

- send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references and full sight of a satisfactory enhanced DBS certificate
- contact both referees for a reference, including asking them if they have any child protection concerns about the candidate
- initiate an enhanced DBS check for the candidate, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online

We will also take photocopies of the new member of staff's qualification Certificates and proof of identity and keep these on file. When a new member of staff starts work at The Dart we will give him or her:

- Their contract; a copy of their contract will be kept on file
- All our Club policies, and ensure that they sign a Code of Conduct which includes confirmation that they have read and understood them; the signed form will be kept on file.
- We will conduct a full induction and orientation programme with all new members of staff as set out in our Staff Induction policy.

DBS checks

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information, including members of the management. If candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued we will obtain a new DBS disclosure for them. New staff will only be allowed to work unsupervised with children when we have had full sight of a satisfactory DBS certificate for them. When we appoint a member of staff we will keep a record of the date and number of their DBS disclosure on our Central DBS Record. We will update the DBS checks for all staff every 3 years. DBS checks with any recorded information.

If the DBS check returns showing criminal records information relating to harm to children or young people, violence, sexual assault, child sexual abuse images, terrorism offences, or anything else that might indicate they are unsuitable to work with children, the HR Manager will firstly check the list of offences that automatically disqualify a person from working with children under the terms of the Childcare Act 2006. The list is available here:

<https://www.gov.uk/government/publications/disqualification-under-the-Childcare-act2006>

The HR Manager may seek further advice from social care or the LADO (Local Authority Designated Officer) if they are unsure whether the disclosed offence is on the list of disqualifiable offences. If the candidate's offences disqualify them from working with children then the offer of employment will be withdrawn.

If the offence shown on the disclosure is not on the list of disqualifying offences but still gives cause for concern, for example offences relating to theft or fraud or anything else that might pose a risk to the integrity of the The Dart, the Manager may choose to seek further advice (eg from UNLOCK or NACRO) to help inform their decision. Where the offences are more minor and where children are unlikely to be at risk of harm, the Club will decide on a case by case basis whether to confirm the appointment. This decision will be subject to undertaking a risk assessment of the applicant's criminal record. This will include giving the applicant the opportunity to

provide an explanation for the offences, as well as the circumstances at the time. We will assess the applicant's attitude to their offences, and whether they would act differently now. In all cases we will discuss any matter revealed on a DBS certificate with the applicant before withdrawing the conditional offer of employment.

Disqualification

The Dart will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. Note that a member of staff can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. If a member of staff becomes disqualified we will terminate their employment and notify Wildern's LADO who will in turn notify Ofsted.

Immigration status

The management is aware of Asylum and Immigration Act requirements and will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport, and NI number.

Equality Act 2010

At all points during the recruitment process, The Dart will comply with the Equality Act 2010 to ensure the fair and equal treatment of practitioners of different gender, race, and sexual orientation etc Related policies Safeguarding policy.

Linked Policies

[WAT Safer Recruitment and Employment Equality](#)

Safeguarding and Welfare Requirements

The Dart Safeguarding Children Policy

The Dart is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. The Dart will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by Wildern Academy Trust. The School's Designated Safeguarding Lead (DSL) is Mark Chance.

The DSL coordinates child protection issues and liaises with external agencies (eg Social Care, the LSPs and Ofsted).

Forms of child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment. Signs of child abuse and neglect Signs of possible abuse and neglect may include:
 - significant changes in a child's behaviour
 - deterioration in a child's general well-being
 - unexplained bruising
 - comments made by a child which give cause for concern
 - inappropriate behaviour displayed by other members of staff, or any other person.
 For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed When a child makes a disclosure to a member of staff, that member of staff will:

- Reassure the child that they were not to blame and were right to speak out
- Listen to the child but not question them
- Give reassurance that the staff member will take action
- Record the incident as soon as possible (see Logging an incident below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Children's Services directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

Peer-on-peer abuse

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people. Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If peer-on-peer abuse is suspected or disclosed we will follow the same procedures as set out above for responding to child abuse.

FGM

Female genital mutilation (FGM) is a collective term for procedures, which include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between 4 and 13, but in some cases it is performed on new-born infants or on young women before marriage or pregnancy. FGM has been a criminal offence in the U.K. since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and makes it an offence for the first time for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. For more detail, please refer to the non-statutory government Multi-Agency Guidelines on Female Genital Mutilation.

Indicators

These indicators are not exhaustive and whilst the factors detailed below may be an indication that a child is facing FGM, it should not be assumed that is the case simply on the basis of someone presenting with one or more of these warning signs. These warning signs may indicate other types of abuse such as forced marriage or sexual abuse that will also require a multi-agency response. The following are some signs that the child may be at risk of FGM:

- The family belongs to a community in which FGM is practised
- The family makes preparations for the child to take a holiday, e.g. arranging vaccinations, planning an absence from school
- The child talks about a 'special procedure/ceremony' that is going to take place
- An awareness by a midwife or obstetrician that the procedure has already been carried out on a mother, prompting concern for any daughters, girls or young women in the family.

Consider whether any other indicators exist that FGM may have or has already taken place, for example:

- The child has changed in behaviour after a prolonged absence from school
- The child has health problems, particularly bladder or menstrual problems.

The Children's social care team will liaise with the Paediatric services where it is believed that FGM has already taken place to ensure that a Medical Assessment takes place. It should be remembered that this will have lifelong consequences, and can be highly dangerous at the time of the procedure and directly afterwards.

Protection and Action to be Taken

Where concerns about the welfare and safety of a child or young person have come to light in relation to FGM a referral to Children's social care should be made in accordance with the Referrals Procedure. Children's social care will undertake an assessment and, jointly with the Police, will undertake a Section 47 Enquiry if they have reason to believe that a child is likely to suffer or has suffered FGM.

A strategy discussion/meeting should include the relevant Health professionals and, if the child is of school age, the relevant school representative.

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form, and refer the matter to the Designated Safeguarding Lead.

Logging an incident

All information about the suspected abuse or disclosure, or concern about radicalisation will be recorded on the Logging a concern form as soon as possible after the event.

The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Designated Safeguarding Lead (DSL) who will decide whether they need to contact Children's Services or make a referral. All referrals to Children's Services will be followed up in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Children's Services directly.

For minor concerns regarding radicalisation, the DSL will contact local safeguarding partnerships (LSPs). For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an Incident record form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and The Dart will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.

- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate The Dart will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

The Dart promotes awareness of safeguarding issues through Wildern Academy staff training. The Dart ensures that:

- the designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse, neglect radicalisation.
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse and concerns about radicalisation
- Staff are familiar with the Safeguarding Policy
- All staff receive basic training in Safeguarding and the Prevent Duty
- The Dart's procedures are taken from Wildern Academy Trust policy

Linked Policies

[WAT Safeguarding](#)

[WAT Prevent Duty](#)

Use of mobile phones and cameras

- Photographs will only be taken of children on The Dart Camera with their parents' permission via our consent forms which are completed at registration
- Only DBS approved members of staff are able to use the The Dart camera In some instances where we would like to document an activity for marketing purposes, Wildern Academy Trust Photographer, a DBS approved member of staff, will attend the class to take photographs.
- All photographs are downloaded to the The Dart Google Drive which is protected by Wildern Academy Trust's network/ firewall.
- Photographs are uploaded from the google drive to The Dart's Facebook/ Instagram or Website, provided parental consent has been granted
- Whilst not in use the camera is not taken off the premises and must not be taken home by a member of staff
- Staff, parents, visitors nor children may not use their mobile phones or take photographs while at The Dart.

The Dart Settling in Policy

New children will be introduced to all members of staff and informed about any other regular visitors to the club. Children will also be taken through our expectations and Dart rules and routines will be explained.

The Arts Centre Assistant leading the session will go through housekeeping which includes:

- where children can and cannot go
- toilets
- breaks
- fire evacuation procedure and the locations of all fire exits

Where necessary or requested by a parent, the child will be introduced to the other children at the The Dart and allocated a 'buddy' who will assist them with finding their way around and involve them in activities.

- Staff will keep a close eye on the new child and will ensure that they are happy and involved.
- If a child seems to be taking an unusually long time to settle in, this will be discussed with their parents or carers to see what can be done to support the child.

The Dart Smoking, Drugs and Alcohol Policy

Smoking

Smoking is not permitted anywhere on the premises of Wildern School. This rule applies to everyone including staff, people collecting children or any other visitors. This includes Vaping and E-cigarettes. If we discover that a child has cigarettes, tobacco products or e-cigarettes in their possession while at The Dart, we will confiscate the items and notify their parent or carer at the end of the session.

Alcohol

Anyone who arrives at The Dart clearly under the influence of alcohol will be asked to leave immediately. If they are a staff member, disciplinary actions will follow. If we discover that a child has alcohol in their possession while at The Dart, we will confiscate it and notify their parents or carers at the end of the session. Staff must not bring alcohol onto the school premises.

Drugs

Anyone who arrives to The Dart clearly under the influence of illegal drugs will be asked to leave immediately. If they are a staff member, disciplinary action will follow. If we discover that a child has illegal drugs in their possession while at The Dart, we will confiscate it and notify their parents or carers at the end of the session. If staff members are required to take prescription drugs that may affect their ability to function effectively, they must inform the Arts Centre Manager or Deputy immediately. The Arts Centre Manager or Deputy will then complete a risk assessment.

Safeguarding Children

All members of staff have a duty to inform the Arts Centre Manager or Deputy and the Designated Safeguarding Lead (DSL) if they believe that a parent or carer is a threat to the safety of a child due to their being under the influence of alcohol or illegal drugs when they drop off or collect their child. The manager and DSL will decide upon the appropriate course of action. If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary the police will be called.

Uncollected Children Policy

The Dart endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has not notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

- When the parent or carer arrives they will be reminded that they must call The Dart to notify us if they are delayed
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable)

Over 15 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, the Arts Centre Manager or Deputy will try to contact them using the contact details on file
- If there is no response from the parent or carer, messages will be left requesting that they contact The Dart immediately. The Arts Centre Manager or Deputy or Arts Assistants will contact the emergency contacts listed on the child's record

- While waiting to be collected, the child will be supervised by at least two members of staff
- When the parent or carer arrives they will be reminded that they must call The Dart to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late

- If the Arts Centre Manager, Deputy or Arts Assistants have been unable to contact the child's parents or carers after 30 minutes, the Arts Centre Manager or Deputy or Arts Assistants will contact the local Social Care team for advice
- The child will remain in the care of one of the Evening Receptionist, on The Dart premises, until collected by the parent or carer, or until placed in the care of the Social Care team
- If it is not possible for the child to remain at The Dart premises, a note will be left on the door of The Dart informing the child's parent or carer where the child has been taken (eg the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events

Managing persistent lateness

The Arts Centre Manager or Deputy will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may be refused their booking at The Dart

The Dart Visitors Policy

As a Community Arts Centre, we often have a number of local community visitors to the site to take part in creative activities which are running during the holidays.

The Dart is committed to providing a safe and secure environment for the children in our care. When we have visitors onsite, we need to ensure that this will not have a detrimental effect on the children and that the person in question has a valid reason for visiting the club. Accordingly, when a visitor arrives at the club we will follow the procedure set out below:

- All visitors or community members will sign in at The Dart reception and the staff will ensure that they are booked in on the system and expected to be onsite

- Visitors and community members will never be left alone or unsupervised. If a visitor has no reason to be on the Club's premises staff will escort them from the premises
- If the visitor refuses to leave, staff will call the police. In such an event an Incident Record will be completed and the manager will be immediately notified
- When a visitor leaves the premises, the time will be recorded in the school visitor book.

It should also be noted that when there is a community art class taking place, they will be assigned to use toilets in a different block in the school to those that the children will be using.

Frequently Asked Questions

What should I pack for my child?

- We recommend that all children wear old clothes that are suitable to get messy.
- A refillable water bottle, snacks and a packed lunch (for full day activities) will also be required
- If your child is coming along for an afternoon session, we would also suggest that they bring a packed lunch. We eat lunch before the afternoon art session starts.
- If your child is coming along for a morning session, they will need a morning snack
- A coat, in case of rain and cold weather conditions
- Suncream/ Sun Hat if the weather is hot

Is there anything my child isn't allowed to bring?

- We are a nut-free zone. Please can we ask that all lunches and snacks provided do not contain nuts
- We discourage the use of mobile phones during the sessions, so please make sure phones are switched off and placed in bags. Phones may be used during breaks but must be put back into bags when sessions recommence.

What should I do if my child is sick on the day? Will I be refunded?

- You should call The Dart Centre on 01489 779471 to let us know that your child won't be attending, we are open from 08:00am. We do not offer refunds or credit notes within 48 hours of the start of the session. Please refer to our Cancellation Policy for full details.

What if my child gets sick during the day?

- The Dart will contact you to collect your child using the emergency contact information provided. We will keep your child comfortable until they can be collected.

Who should I hand my child's medication to?

- The Arts Centre Assistant who is leading the activity will be responsible for your child's medication. They will check that an administering medication form has been filled out, and will double check all details are correct. If the medication needs to be refrigerated, please inform the Arts Centre Assistant on handover, and it will be kept in The Dart centre fridge during the day and brought over at the appropriate time.

What do I need to do to pick up my child in the evening?

- Collection is at The Dart Centre unless otherwise informed. Upon collection, we will ask for your child's 'D' number which is unique to them. This will be located on your original confirmation email. The D number is requested for safeguarding purposes.

What if someone else needs to collect my child?

- That's fine. You will need to make sure that the person collecting has your child's 'D' number and is known to the child.

Can my child walk home alone?

If you would like your child to walk home alone, you will need to provide us with written consent at community@thedart.co.uk

What happens if I'm late for collection due to traffic?

- We understand that these things happen, you will need to contact us ASAP to let us know and we will remain with your child in The Dart Reception. The likely situation is that you are not the only parent who is stuck. For persistent lateness, please see our late collection policy on Page 7.

Where do I drop off and collect my child?

- All drop off and collection takes place at The Dart Foyer. There will be a registration table where you will be greeted by one of the staff. We respectfully ask that you leave your child with us at the registration table and do not come into The Dart. It is a small space and we do not want it to feel overwhelming for the children. Staff will provide the children with a quiet activity on arrival and will take the children to their designated rooms.

How do I pay for Holiday Club?

- We can accept payment via card, either online, in person or over the phone, by exact cash, or childcare vouchers.

Which Childcare Voucher providers do you accept?

- We accept the following childcare vouchers:

Voucher Provider	Code
Eden Red	P20979364
Computer Share	Wildern School
Kiddie Vouchers	N89562
Care-4	91284702
RG Childcare	Wildern School
Coop Childcare	85115410
Sodexo	861260
Fideliti	Wildern School
Busy Bees/ Bravo Benefits	779451/ Wildern School
Salary Exchange	Wildern School
Ofsted Code	136654

The team will book your child into our system as a 'book now pay later'. We will give the total cost for the session which you should submit through to your childcare provider. Please use the reference 'dartCHILD'SLASTNAME' when submitting this to your provider.